



STATE OF DELAWARE  
DEPARTMENT OF CORRECTION  
245 MCKEE ROAD  
DOVER, DELAWARE 19904

TO: All Offerors

FROM: Craig Fetzer  
Purchasing Services Administrator

SUBJECT: Addendum to Invitation to Bid (ITB)  
Contract No. DOC19072-APPAREL\_BL

**ADDENDUM #1 – March 22, 2019  
CONSOLIDATED QUESTIONS & ANSWERS**

**Referencing ITB Appendix A:**

**Tab:** Discount Offerings

**Question:** How should we work the “discount offerings” tab in light of the fact that we provide discounts at the style level, not at the manufacturer brand level?

**Answer: Vendors are encouraged to offer a percentage discount at the brand name level. Alternatively, vendors may choose to offer a percentage discount only for style/sku numbers within a brand. See below sample of how to enter this on Appendix A.**

Manufacturer Brand	Quantity	Discount (off price list)	Catalog Identifier (Volume, Edition, etc.)
A4 all styles	1-250	25%	2019 Volume 1
	250+	50%	
Anvil			
Anvil 980	1-250	20%	
	250+	40%	
Anvil 982	1-250	25%	
	250+	50%	
All other styles	1-250	15%	
	250+	30%	

## **Referencing ITB Appendix A:**

**Tab:** Discount Offerings

**Question:** For the brands listed on Appendix A, is the State requesting that the discount offered be inclusive of all the apparel items available to the specific brand?

**Answer:** Yes, vendors are encouraged to offer a percentage discount inclusive of all the apparel items available for specific brands carried.

**Question:** Is the State requesting a discount on tee-shirts and polo collar shirts, or does this discount also include all different types of shirts, coats, jackets, pants, shorts, etc.?

**Answer:** Percentage discount is for all different types of shirts, coats, jackets, pants, shorts, hats, etc.

## **Referencing ITB Document:**

**Section:** II Special Provisions

**Paragraph number:** 3 and 9

**Page number:** 14 and 15

**Text of passage being questioned:**

Paragraph 3 "Each vendor's contract shall be valid for one (1) year"

Paragraph 9 "If agreement is reached to extend this contract beyond the initial two year period, the Department of Correction shall have the option of offering a determined price adjustment and shall not exceed the current Philadelphia All Urban Consumers Price Index (CPI-U), U.S. City Average."

**Question:** Which one is correct?

**Answer:** Paragraph 3 is correct. Paragraph 9 is revised to "initial one year period".

## **General Questions:**

**Question:** Are these apparel items for inmates or correctional officers? Are they possibly for both or are they for individuals outside of corrections all together?

**Answer:** Apparel blanks will be for resale to general public and for internal employees through Delaware Correctional Industries (DCI). DCI customizes the Apparel with screen printing, embroidery, etc. for value added resale further promoting vocational training programs for inmates.

**Question:** Are you able to provide an estimate of the annual quantity and the types of items purchased in the past?

**Answer:** Estimated annual quantity is 64,000 items inclusive for all brands and types.

**Question:** Will the items first be purchased by the State, then embellished with set designs and then be resold or will the public place their order before the State has the inventory and embellished with their own chosen design? I am looking for clarification on the way orders will be placed and what the possible ordering patterns will look like.

**Answer:** The State does not keep an inventory other than samples on display at our showroom. Employees and public customers place their order with Delaware Correctional Industries (DCI) to include any screen printing or embroidery that the customer requests. DCI then orders the apparel from vendors awarded for this contract. When DCI receives the order from the vendor, the apparel is customized/embellished by employees of DCI to include inmates who work in DCI under supervision and gaining vocational experience.

**Question:** Just to clarify, you are looking for 50% off the msrp listed price?

**Answer:** The percentage discount off list price is a decision for vendors to determine. The Invitation to Bid does not obligate vendors to a minimum discount they must offer. This contract is intended to be awarded to vendors who are responsive and provide the highest percentage discount on a competitive basis.